

**WESTERN CONNECTICUT STATE UNIVERSITY**  
**JOB OPPORTUNITY**  
**ADMINISTRATIVE ASSISTANT**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees/Exam List \*  
\*See below eligibility requirements.

**Location:** WCSU Library Services  
Danbury, CT - Midtown Campus

**Salary:** \$50,838 - \$65,788

**Hours:** Monday – Friday, 8:30 a.m. – 5:00 p.m.

**Job Posting No:** 056194

**Closing Date:** Friday, January 31, 2014

The library administrative assistant will perform all tasks related to the smooth operation of the administrative office, including budget maintenance (invoices, purchase orders, credit card orders), internal and external correspondence/communication (faculty, staff, students, administration, community members), assist with scheduling, staff attendance, and adjunct contract preparation, prepare travel requests and mileage forms, maintain detailed notes and records of department meetings, compile and maintain statistical information as required, prepare reports, monitor supplies and place orders, maintain necessary paper and electronic files, and other duties as assigned.

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**MINIMUM QUALIFICATIONS REQUIRED:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor). Knowledge of office administration, such as budgeting, personnel administration, purchasing, etc. is critical to the Administrative Assistant.

**GENERAL EXPERIENCE:** Four (4) years' experience above the routine clerk level in office support or secretarial work.

**SPECIAL EXPERIENCE:** One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

**SUBSTITUTION ALLOWED:** College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**APPLICATION INSTRUCTIONS:** Eligible candidates must submit a cover letter, which includes the contact information of three (3) current professional references and a resume as one (1) Word document or PDF. Submit via email to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu). Do not submit the cover letter in body of the email. Do not submit the state application. In subject line of email reference: Your Last Name #056194 Administrative Assistant. Your email with the one attachment must be received no later than Friday, January 31, 2014 in order to be considered. Late applications will not be accepted.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.